

Tasking Memorandum No. 98-274

Memorandum For DCMC Contract Administration Offices

Subject: Plant Clearance Automated Reutilization Screening System (PCARSS) (TASKING)

Date: Sep 18, 98

Suspense Date: Various, see below.

Target Audience: Contract Administration Office (CAO) Commanders, Plant Clearance Officers (PLCOs), Property Administrators (PAs)

Requirement(s):

The DCMDE Commander has certified that the task given to the Defense Contract Management Command (DCMC) by OASD (A&T) to design, develop, and deploy a streamlined Department of Defense (DoD) system for the disposition of excess Government-owned property in the possession of contractors, i.e., PCARSS, is complete. This certification was based on the recommendation of functional specialists and system administrators who participated in operational testing of PCARSS. Upon certification, the database used for testing was purged and the live production database is now up and functional. All plant clearance officers (PLCOs) within your Contract Administration Office (CAO) have been trained on the use of the new system.

Copies of all the User's Guides (PLCO, Contractor and Screener) were given to each PLCO. Anyone else interested in obtaining copies can get them by using the Internet at <http://131.66.9.114/pcarss/manuals/> and <http://www.dcmd.hq.dla.mil> (under Library and Site Index).

To transition to PCARSS, the following areas will be affected: functionality during Initial Operational Capability (IOC), CAO Commander's notifying contractors, PLCO's responsibilities; training contractors, screening protocol, PLCO input into PCARSS, requisition approval priorities and changes to the Contractor Inventory Screening System (CIRS) and where to go for help.

Functionality during IOC - Until November 9, 1998, the system will function in IOC, which is the warranty period for this new system. During this period, the user's discovery and reporting of any problems within the system is of the utmost importance. All users (PLCOs, screeners or contractors) are required to report problems encountered with PCARSS to the District representative; DCMDE, Ms. Katie Trayers, (617) 753-3130, DCMDE, Ms. Marge Salazar, (310) 335-4297 or DCMDE, Mr. John Reddinger, (703) 767-2680. Attachment 1 provides a copy of the problem sheet to be used. A copy of this problem sheet should also be forwarded to all contractors using PCARSS during IOC. The problem sheet should be completed in detail, describing the steps leading up to the problem and results that should have occurred in accordance with the users manual, but did not. It should list specific reference numbers, case numbers, etc. that are associated with the problem and include screen prints if appropriate. (Suspense – November 9, 1998)

CAO Commander - The CAO Commander is required to notify all contractors that currently have cases in the plant clearance process. Attachment 2 is a sample letter that may be used to introduce PCARSS to the contractors. (Suspense - 30 days from the date of this Tasking Memo)

PLCO Responsibilities

a. Training for contractors on the use of PCARSS is a responsibility of the PLCOs. The training may be accomplished on a one-on-one basis or your CAO plant clearance function may host a training session(s) for several contractors. Since this is a DoD system, Service contractors in your area may also require training. When your training sessions have been established, notify your District plant clearance representative who in turn shall notify DCMC-OE. Contact your District plant clearance representative if further guidance/support is needed.

(1) Training databases have been established for the PLCO application, the World Wide Web (WWW) Contractor application and the WWW Screener application. The PLCO application requires that your system administrator reconfigure the PLCO's workstation by adding a PCARSS Test ICON. Instructions for this effort have been furnished by separate email. The training data base for the contractor and screener applications can be found on the Internet at <http://www.apps.dcmde.dla.mil:8080/pcarss>. Logons to the training databases were provided to each PLCO during their PCARSS training. Logons for contractors and screeners can be obtained using the process described in paragraph e., NOTE.

(2) It is anticipated that contractor training may encompass several months. To allow for this training period for contractors and screeners, the manual system and the PCARSS will be running concurrently until April 2, 1999. Effective April 5, 1999, the PCARSS system will be the only system available. At that point, the responsibility lies with plant clearance personnel to enter the schedules not received electronically from the contractor, into PCARSS.

b. PLCO screening responsibilities.

(1) For screening to the Procuring Contracting Officer (PCO) and Inventory Control Point (ICP), the PLCO will assign the appropriate screener rule in PCARSS. In addition, a SF 120 or Management Reform Memorandum (MRM) #5 screening letter (with copies of the inventory schedule) must be mailed to the PCO and ICP to notify them that the property is being screened in PCARSS. Starting immediately and continuing through December 31, 1998, attach a copy of the PCARSS Logon Application Form (Attachment 3) and this note to the cover of the SF 120:

“NOTE: This current process of screening excess government property using this form and hard copies of inventory schedules is being replaced by a process using the

Internet. Beginning January 4, 1999, you will no longer receive hard copies of inventory schedules. Instead, you will receive a notification that your excess property shall be viewed on the Internet. You may obtain a copy of the Screener Users Guide (login or password is not required) via the Internet using this address: <http://131.66.9.114/pcarss/manuals/> (address is case sensitive) or the DCMC Home Page at <http://www.dcmc.hq.dla.mil> (under Library and Site Index). This guide provides details on screen resolution, printing reports, how to use the inquiry screens, and direction for preparing and submit requisitions. To access the Plant Clearance Automated Reutilization Screening System (PCARSS) production database, you must obtain a login to view excess property. Attached is a login request form to complete and fax to DCMDE, Ms. Katie Trayers, (617) 753-4250, DCMDW, Ms. Marge Salazar, (310) 335-3267, or DCMC-OE, Ms. Janice Hawk, (703) 767-8329. Once you receive a login, the Internet address for PCARSS is: <http://131.66.9.114/pcarss> (address is case sensitive). You must have Netscape Navigator 4.04 (or higher) to access PCARSS. Other web browsers will not support PCARSS! In the production database you may view all excess property, requisition property directly from PCARSS, or once the item has been shipped, you may also view the completed shipping document. All screens within PCARSS are printable."

(2) Starting January 4, 1999, a SF 120 and hard copies of the inventory schedules will no longer be forwarded to the PCO and ICP. Instead, PLCOs will prepare a notification to the PCO that excess government property with (contractor's name) under contract number_____ can be viewed on the Internet using PCARSS. This process will stay in place until Phase II of PCARSS provides electronic notification to the PCOs.

(3) While the items are in Agency screening, the PLCO shall not issue shipping instructions to the contractor until after the Agency screening is completed. There are some exceptions to this requirement. If the PCO has issued the requisition, the PLCO should process that requisition through the system immediately or if a priority request is received, the PLCO shall call the PCO to ask if this item can be shipped to the requester. Requisitions received from other requesters shall be held until the end of the Agency screening. Once the agency screening is complete, the PLCO shall process the requisition with the highest priority, i.e., within the Military Service that owns the property, an ICP, and finally requisitions received by date of receipt.

(4) For screening with the CIRS, if schedules are received electronically from the contractor, the PLCO will assign a screener rule and continue sending a SF 120 and hard copies of the schedules to CIRS through December 31, 1998. For these schedules received electronically, discontinue the use of CIRS on January 4, 1999. For schedules still not received electronically, you shall send a SF 120 and hard copies through April 2, 1999. Effective April 5, 1999, hard copy screening with CIRS will cease. CIRS will continue screening items submitted before April 2, 1999.

c. PLCO input into PCARSS

(1) When inventory schedule information is received electronically from the contractor, the PLCO will process the case using PCARSS. The PLCO is still required to establish a plant clearance case file. Hard copies of all documentation in PCARSS should be printed out for placement in the file. Case information must still be entered into the DCMC Automated Disposition System (DADS) by the PLCO.

(2) PCARSS will only accept a 13 digit contract number. For non DoD contracts, convert the owner number to 6 digits (i.e. NAS6 would now be NAS600), enter the rest of the contract number and fill the remaining spaces with zeros. In the case of Environmental Protection Agency (EPA) contracts where there is no owner number, add EPA000 at the beginning of each contract number.

Where to go for help.

a. Your first source of help can be found in the Users Guides previously furnished.

b. Help screens are available on all screens within the training and production databases for all three segments of PCARSS.

c. During IOC, contractors having problems using the Flat File Transfer (FFT) process can call directly to the developer, ManTech Systems Engineering Corporation, Ms. Christine Herd, (614) 228-5002 or the DLA Systems Design Center, Mr. Rod Barnaby, (614) 692-8053. Starting November 10, 1998 the point of contact will be Ms. Joanne Dudevoir, DCMDE, (617) 753-4468.

d. Beginning November 10, 1998 all users of PCARSS can request assistance from the Command Customer Support Help Desk by calling 1-888-576-DCMC (3262).

PLAS process codes applicable to this tasking are 105, Plant Clearance and 217A, Develop/Conduct Training.

Point of Contact for Further Information:

Ms. Janice Hawk

Property Management, Contract Closeout, and Terminations

Phone (703) 767-3433 or DSN 427-3433

E-mail: janice_hawk@hq.dla.mil

Attachments



DEFENSE LOGISTICS AGENCY
DEFENSE CONTRACT MANAGEMENT COMMAND
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FT. BELVOIR, VIRGINIA 22060-6221



IN REPLY
REFER TO

EXECUTIVE SUMMARY

MEMORANDUM FOR DCMC

FROM: DCMC-E *JK*
Prepared by: Janice E. Hawk/DCMC-OE/767-3433/Sept 11, 1998

SUBJECT: ~~Plant Clearance Automated Reutilization Screening System~~
(PCARSS)

PURPOSE: Obtain MG Malishenko's Signature on Tasking Memorandum

DISCUSSION:

- PCARSS was certified by the DCMDE Commander in August 1998
- This memo sets forth general requirements to convert from the manual process of receiving and disposing of property to the new paperless system – PCARSS. At this time, policy is not changing because the process has not changed, only the way we are going to transition.
- PCARSS in Initial Operational Capability (IOC) (warranty period)
 - Attachment 1 - problem sheet to be completed by all users through Nov. 9, 1998
- CAO Commander's must notify contractors
 - Attachment 2 - sample letter for use by CAO Commanders to introduce PCARSS
 - Attachment 3 - DCMDE-DS Form 725, Request for Logon to PCARSS – World Wide Web Application. Form will be attached to CAO Commander's letters so that contractor's can request logons.
- PLCO's responsibilities to include training contractors, screening protocol, and input into PCARSS.
- Provide guidance on where to go for help.

RECOMMENDATION: MG Malishenko approve tasking memo,

COMMANDER DECISION: APPROVED TPM (17) DISAPPROVED _____
OTHER: _____

REVIEWED BY EMAIL:

DCMDE-OTBG - Marie Shea
DCMDW-OTA - Marge Salazar

DCMDI - John Reddinger

APPROVED for submission to the Commander: JILL E. PETTIBONE

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